

9/8/95

SUBJ: FAA CONTRACT TOWER (FCT) OPERATION AND ADMINISTRATION

1. PURPOSE. This order provides guidance to Federal Aviation Administration (FAA), contractor, and subcontractor personnel for administration of air traffic control ((ATC)) operations at airport traffic control towers ((ATCT)) that are contracted under the FAA Contract Tower ((FCT)) Program. The FCT Program Office provides technical guidance and direction for regional and national contracts wherein contractor personnel provide ATC services at FCT locations throughout the United States and its territories and possessions.

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Appendix 1. Operational Documents, Directives, and Regulations

2. DISTRIBUTION. This order is distributed to division level in Washington Headquarters Air Traffic; NAS Transition and Implementation; Requirements and Life-Cycle Management; Offices of Civil Aviation Security Operations, Civil Aviation Security Policy and Planning, Aviation Medicine, and Acquisitions; the Operations Center; regional air traffic, airway

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facilities (~~AF~~), civil aviation security, aviation medicine, and logistics divisions; the FAA Academy and the Mike **Monroney** Aeronautical Center; all air traffic field facilities and **AF** sector field offices; and **FCT** locations.

3. **AUTHORITY.** As directed by the Associate Administrator for Air Traffic Services, the Director of Air Traffic is responsible for the **FCT** Program. The System Plans and Programs Division (~~ATR-1000~~) has been identified as the Office of Primary Responsibility (~~OPR~~) for matters described in this order which are related to the **FCT** Program.

4. **POLICY.** This order prescribes guidance necessary to effectively administer operations at **FCT** facilities. If a conflict arises between the contents of this order and other FAA issuances, FAA managers shall request clarification from the **FCT** Program Office through the air traffic division (~~ATD~~). In the event a conflict arises between this order and the terms of an **FCT** contract, personnel shall abide by the contract and notify the **FCT Program Office** of the conflict. Contract personnel should request clarification from the **FCT** Program Office through contractor management personnel.

5. **DEFINITIONS.**

a. **Contracting Officer (CO).** An FAA employee who administers a contract and has sole responsibility for modifications and/or changes to that contract.

b. **Contractor.** The entity, persons, or state or local organization and/or authority that has a prime contract or subcontract with FAA for management of one or more **FCT's** and for provision of **ATC** services at such locations.

c. **Conversion.** A former FAA Level I visual flight rules **ATCT** that is contracted as an **FCT**.

d. **FAA Contract Tower (~~FCT~~).** A visual flight rules **ATCT** providing **ATC** services under contract with FAA.

e. **FCT National Contracts.** Contracts awarded by geographic area, each including multiple **FCT** locations, which are administered by a CO and technical staff at FAA Headquarters.

f. **FCT Site Manager.** The contractor or subcontractor employee assigned responsibility by the contractor for day-to-day operations at an **FCT** location (the equivalent of an FAA Air Traffic Manager).

g. FCT Sole Source Contracts. Contracts awarded for individual **FCT** locations which are administered by a CO and technical staff at FAA regional offices (**RO**); oversight is the responsibility of the **FCT** Program Office.

h. FCT Program Office. The FAA headquarters office assigned oversight responsibility for the **FCT** Program.

i. Hub Facility (Hub). The FAA facility that functions as the **FCT**'s point of contact for operational and certification matters.

j. New Start. An **ATCT** that was not previously Federally funded which is contracted as an **FCT**.

k. On-the-Job Training (OJT). Training which provides direct experience in the work environment.

1. Technical Officer (TO). An FAA employee to whom the CO delegates responsibility for technical oversight of that contract.

6. ABBREVIATIONS.

AAM	Office of Aviation Medicine
ACO	Office of Civil Aviation Security Operations
ACP	Office of Civil Aviation Security Policy and Planning
ADA	Deputy Administrator
AF	Airway Facilities
AMA	FAA Academy
ASU	Contracting and Quality Assurance
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
ATD	Air Traffic Division
ATH	Air Traffic System Effectiveness
ATR	Air Traffic Plans and Requirements
ATZ	Air Traffic Program Management
CFR	Code of Federal Regulations
co	Contracting Officer
CTO	Control Tower Operator
FCT	FAA Contract Tower
GFE	Government-Furnished Equipment
Hub	FAA Hub Facility
LOA	Letter of Agreement
NAS	National Airspace System
NFCT	Non-Federal Control Tower
OJT	On-the-Job Training
OPR	Office of Primary Responsibility
QA	Quality Assurance
RO	Regional Office

RPOC Regional Point of Contact
TO Technical Officer

7. LEVEL OF SUPPORT. An **FCT** is a Federally-funded facility. FAA organizations shall provide the same support and guidance to an **FCT** as is provided to other FAA facilities.

8. CONTRACT LIMITATIONS. The CO has sole responsibility for modifications and/or changes to the contract. Other FAA personnel that deal directly with contractor personnel must be familiar with the terms of the contract and shall use care not to require actions of the contractor which fall within the purview of the CO.

9. RESPONSIBILITIES.

a. FAA Organizations.

(1) FCT Program Office. The **FCT** Program Office is responsible for the **FCT** Program, and shall provide:

(a) The names of the **TO's** for the **FCT** national contracts to the CO.

(b) Timely assistance and technical guidance to FAA and contractor personnel on **FCT** issues.

(2) Headquarters Organizations. Affected headquarters organizations shall be familiar with the specific responsibilities outlined in this order.

(a) Contracting and Quality Assurance (~~ASU~~) shall provide the **FCT** Program Office with the name of the CO for the **FCT** national contracts. The CO shall coordinate all contract modifications with the **FCT** Program Office prior to execution.

(b) All other Headquarters organizations shall coordinate **FCT** issues with the **FCT** Program Office, including documents, directives, and regulations and all changes thereto.

(3) Regional Offices (RO). Affected ~~RO's~~ shall be familiar with the specific responsibilities outlined in this order.

(a) The regional **ATD** shall:

1 Provide the **FCT** Program Office with a regional point of contact (~~RPOC~~) for the **FCT** Program in the Systems Requirement (~~510~~) Branch.

2 Ensure that affected facilities and organizations within the region are aware of the RPOC.

2 Assign each FCT to a Hub facility (Hub).

4 Provide the regional logistics division with the name of the TO for each FCT sole source contract.

(b) Regional FCT issues should be coordinated with the RPOC.

(c) The regional logistics division shall provide the RPOC with the name of the CO for each FCT sole source contract.

(d) The regional CO shall coordinate all contract modifications with the RPOC prior to execution.

NOTE: The CO may work directly with the FCT Program Office regarding FCT funding issues.

(e) The regional TO for each FCT sole source contract shall coordinate contract issues with the RPOC.

(f) The RPOC shall coordinate issues that impact FCT contracts with the FCT Program Office.

(4) Hub. Hubs shall be familiar with the specific responsibilities outlined in this order.

(a) FCT issues that cannot be resolved at the hub level shall be coordinated with the RPOC.

(b) The Hub may delegate day-to-day operational support and/or certification responsibilities to other FAA facilities.

(5) ATC Facilities. ATC facilities which interface with an FCT shall contact the Hub whenever FCT issues cannot be resolved at the local level.

b1 Contractors.

NOTE: Throughout this document, contractor requirements also apply to the subcontractor, as appropriate.

(1) Contractual issues shall be coordinated with the CO.

(2) Technical issues associated with the FCT National Contracts shall be coordinated with the FCT Program Office.

(3) Technical issues associated with an **FCT** Sole Source Contract shall be coordinated with the regional TO and/or **RPOC**.

(4) **FCT** Site Managers and/or control personnel shall coordinate issues that cannot be resolved at the local level with contractor management personnel.

10. OPERATIONS AND STAFFING.

a. Operational Interface.

(1) The **ATD** shall forward the following information regarding Hub assignment (see paragraph 10a(3)(a), above), and any changes thereto, to the **FCT** Program Office for each **FCT**:

- (a) Name of assigned Hub;
- (b) Hub telephone number; and
- (c) Name of Hub contact person.

b. Requests for Additional Services. The **FCT** contracts specify the terms under which **ATC** services will be provided, including hours of operation for each **FCT**. FAA personnel must use care not to require actions of the contractor which fall outside the scope of the contract; e.g., extension of the hours of operation. **Modifications to a contract can only be effected by the CO.**

c. FAA Supplemental Staffing for Special Events.

(1) The **FCT** Program Office will coordinate dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see (2)(c), below) with the contractor, or may delegate this responsibility to the **ATD**.

(2) The **ATD** shall:

(a) Apprise the **FCT** Program Office whenever FAA supplemental staffing for special events will be needed at an **FCT** and provide needed details on the event.

(b) When requested by the **FCT** Program Office, coordinate with the contractor regarding dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see (c); below).

(c) Ensure that FAA personnel are **onsite** for the duration of the event to act as a focal point and provide leadership. An FAA manager, supervisor, or controller-in-charge shall be on duty whenever FAA

controllers are working positions of operation, and shall assume operational supervisory responsibility for contractor personnel that are working positions of operation at the same time. At no time will contractor personnel be responsible for supervision of FAA personnel.

d. Letters of Agreement (LOA).. FCTIs are authorized to enter into LOA's with FAA facilities, National Airspace System users, and airport operators/tenants in accordance with FAA directives.

(1) The ATD shall keep records on FCT LOA's in accordance with FAA directives.

(2) The Hub shall provide assistance to the FCT Site Manager for the development of local procedures, facility LOA's, etc.

(3) The contractor shall comply with regional LOA processing procedures.

e. Emergency and Contingency Situations. FAA facilities shall provide assistance to FCTIs during emergency and/or contingency situations. Requests outside the scope of an LOA shall be coordinated through the ATD; however, the Hub shall take action necessary to prevent a lapse in service to the users.

NOTE: This does not mean to imply that FAA will provide supplementary staffing for the contractor.

11. CONVERSIONS AND NEW STARTS. FAA personnel shall work with contractor personnel to facilitate the conversion of FAA facilities to contract operations and the commissioning of new start FCT locations.

a. Local Area Knowledge Packet. The Hub shall ensure that a local area knowledge packet is prepared for use in the classroom training of contract controllers. This packet shall be available for the contractor at least 60 days prior to the planned conversion or startup date.

b Directives Library. The Hub shall ensure that copies of each directive listed in Appendix 1, Operational Documents, Directives, and Regulations, are available in the facility at each conversion or new start FCT location.

c. Retention of FAA Documents. The Hub shall make arrangements to remove documents from converted FAA Level I towers for disposal and/or storage prior to the date the contractor assumes responsibility for the operation. Such documents would include tape recordings, accident and/or incident packages, operational forms, correspondence, time and attendance records, etc.

d. Transfer of operational responsibility. On the conversion date, FAA Form 7230-4, Daily Record of Facility Operation, shall include a statement denoting the time that operational responsibility was transferred from the FAA to the contractor. The FAA Air Traffic Manager and the FCT Site Manager must both sign the form if the transfer occurs before close of business.

EX: Provision of ATC services assumed by ((enter contractor name)).

12. Training.

a. Phase-In Period. During the phase-in period, the ATD shall ensure that adequate field facility resources for training and certification are made available so that the contractor can assume responsibility for ATC operations within 30 days of the startup date at the FCT location.

b. On-the-Job Training (OJT) .

(1) During the phase-in period, FAA controllers who are certified OJT instructors shall provide OJT for contract control personnel in accordance with guidelines issued by the Program Director for Air Traffic Program Management, ATZ-1.

NOTE: Contractor personnel may also provide OJT during the phase-in.

(2) After the phase-in period, all OJT shall be conducted by contractor personnel in accordance with the FAA-approved contractor training program.

c. Testing and Certification.

(1) The Hub shall ensure that facility rating and control tower operator (CTO) certifications are performed, and shall coordinate weather testing and certification with the National Weather Service.

(2) The contractor shall contact the Hub to schedule facility rating certification, CTO testing and certification, and weather testing and certification.

d. Briefing Items. The Hub shall ensure that all required briefing items of national and regional concern are forwarded to FCT facilities.

13. QUALITY ASSURANCE (QA)..

a. Evaluation Process.

(1) Air **Traffic** System Effectiveness (~~ATE~~) shall:

(a) Ensure that full-facility, followup, and in-flight **evaluations are** performed at **FCT's** in accordance with applicable FAA **directives**.

(b) Provide the **FCT** Program Office with a copy of **FCT full-facility** and **followup** evaluation reports.

(c) Coordinate checklist revisions and off checklist items **with the FCT** Program ~~Office~~.

(d) Advise the **FCT** Program Office when contractor written **responses to full-facility**, followup, and in-flight evaluations are not timely.

(2) The Hub shall:

(a) Include **FCT's** in their **QA** program.

(b) Provide assistance to **FCT** facilities on written **responses regarding** corrective actions for any problems identified and/or **remaining open as** a result of a full-facility, followup, or in-flight **evaluation**.

(3) The contractor shall:

(a) Perform internal full-facility evaluations in **accordance with** Order 7010.1, Air Traffic Evaluations, and the **contractor's FAA-approved QA program**.

(b) Forward written responses to full-facility, followup, and in-flight **evaluations** to the **ATD** through the Hub.

b. Accident/Incident Reporting.

(1) The **FCT** Program Office shall ensure that the Operations Center, **ADA-30**, and the Air Traffic Investigations Staff are provided with **current administrative**, pager, and home phone numbers for the **FCT** Program Manager.

(2) The Air Traffic Investigations Staff will initiate contact **with the FCT** Program Manager, through **ADA-30**, **as** soon as they become aware of an **accident, incident**, or newsworthy event which involves an **FCT**.

(3) The regional air traffic representative will advise the Air Traffic Investigations Staff during the call-in whenever a report concerns an **FCT**.

(4) The Hub shall support **FCT**s as follows:

(a) Provide assistance to ensure compliance with applicable FAA directives on accident/incident reporting;

(b) Ensure that completed accident and/or incident reports are forwarded in accordance with FAA directives; and

(c) Provide current information regarding regional call-in procedures.

(5) The contractor shall:

(a) Forward completed accident and/or incident reports to the **ATD** through the Hub.

(b) In addition to internal contractor procedures, follow regional call-in guidelines when reporting accidents and/or incidents.

14. ANTIDRUG AND ALCOHOL MISUSE PREVENTION PROGRAMS.

a. The **FCT** Program Office shall:

(1) Submit **antidrug** plans and alcohol misuse prevention program certification statements included in contract proposals to the Office of Aviation Medicine, ~~AAM-800~~, for review and approval. Submissions should include the contract and/or authorization number.

(2) Keep ~~AAM-800~~ apprised of **FCT** locations, names of contractors, and date of conversion or startup of services.

b. ~~AAM-800~~ shall:

(1) Provide the **FCT** Program Office with a copy of all compliance and enforcement correspondence to or from **FCT** contractors.

(2) Notify the **FCT** Program Office of inspections and their results. Advance notification of scheduled, routing inspections should be provided, when possible.

c. RO industry drug and alcohol program personnel shall comply with the requirements of b., above.

d. Contractors shall fully comply with all **antidrug** and alcohol misuse prevention program requirements and shall notify ~~FAA Form 1100~~ when **FCT** locations are added or deleted from their contract.

15. DOCUMENTS, FORMS, AND CHARTS.

a. Operational Directives.

(1) The **FCT Program** Office shall:

(a) Ensure that the Air Traffic Distribution Officer, **ATZ-10**, has current information on:

1 **FCT** locations that are added to or deleted from the program; if known, also identify their new status; e.g., Non-Federal Control Tower (~~NFCT~~), etc.;

2 Names and addresses of contractors with **FCT** national contracts; and

3 "Z" list publications required by the contracts (see Appendix 1)..

(b) For non-"Z" list publications, notify the **OPR** to include **ZAT-464** (**FCT** list) in the distribution.

(2) **ATZ-10** shall ensure that **FCT** locations are included on the appropriate **ZAT-464** distribution lists.

(3) Other headquarters offices shall ensure the **ZAT-464** list is included in document distributions when requested by the **FCT Program** Office.

(4) The Regional Distribution Officer shall ensure that **FAA Form 1100-1**, Directory - Distribution Change Notice, is forwarded to **ATZ-10** for:

(a) **All** facilities, either **FAA** or **NFCT**, that are converted to an **FCT** (include the distribution/proof card); and

(b) Each new start **FCT** location.

NOTE: Do not mail the distribution card and a request for removal to the Office of the Secretary of Transportation.

(5) Hubs shall:

(a) Ensure that FCT facilities receive copies of regulations and FAA directives listed in Appendix 1, including changes and/or amendments to those directives.

(b) Assist FCTIs when additional copies are requested.

(6) Contractors shall:

(a) Notify the Hub whenever additional copies of the regulations and FAA directives listed in Appendix 1 are needed.

(b) Complete an FAA Form 1100-1 and forward Copy-1 and Copy-2 to ATZ-10 whenever:

1 Address information changes; or

2 Increased quantities of particular documents are required.

(c) Complete FAA Form 1100-1 and forward Copy-3 to the Regional FAA Directory representative listed in the current FAA Organizational Directory whenever address or telephone information changes..

b4 Provision of Information and Data.

(1) The ATD and/or Hub may request operational information from FCT facilities and/or ask for access to operational data.. Voluminous or unusual requests should be routed to the FCT Program Office, through the RPOC, for direct coordination with contractor management personnel.

(2) The contractor shall provide:

(a) Monthly traffic count and other required data to the FAA in accordance with applicable directives..

(b) Access to all operational data, such as voice recordings,, daily/monthly traffic count,, and operational position sign-on/off information, etc..

(c) Information in response to requests from FAA,, such as data for aeronautical studies, operational statistics,, etc..

c. Forms and Charts. The ATD shall ensure that FCT's are provided with a sufficient supply of:

(1) Operational forms required by the documents, directives, and regulations listed in Appendix 1.

(2) Current operational charts and publications, such as Terminal Area Charts, sectionals, etc.

d. Terminal Proficiency and Refresher Units.

(1) The Terminal Training Branch, AMA-550, shall ensure all locations on the ZAT-464 list are provided with copies of new and/or revised units.

(2) The Contractor should contact the Hub to request additional copies of any unit.

16. MAINTENANCE AND EQUIPMENT.

a. Maintenance of Space Allocated to the Contractor. The regional AF division is responsible for:

(1) Maintenance, such as repair, upkeep, etc., at FAA-owned space allocated to the contractor, including janitorial services in common areas.

NOTE: The contractor is responsible for janitorial service in the space allocated to the contractor; i.e., manager's office, tower cab, etc.

a

(2) Upkeep of the grounds at FAA-owned properties.

b. Equipment and Property.

(1) The AF division shall:

(a) Provide routine and corrective maintenance for all FAA-owned equipment and property at FCT locations. This includes communications and other operational equipment carried on AF property lists and government-furnished equipment (GFE) listed on the GFE inventory outlined in d., below.

(b) Identify an AF contact point for each FCT location to call in the event of equipment problems.

(c) Ensure that training for new, different, or modified GFE for contractor personnel at FCT's is accomplished.

(2) The contractor shall:

(a) Initiate trouble calls to the **AF** contact point when troubles occur with FAA-owned equipment and property.

(b) Provide necessary coordination and assistance to **AF** personnel to accomplish maintenance during normal hours of operation.

(c) Advise the **FCT** Program Office whenever problems which affect the **ATC** operation arise with buildings and/or equipment that are not FAA-owned/maintained and cannot be resolved with the owner/maintainer in a timely manner.

c. Voice Recorder Tapes. The contractor shall check, change, and handle operational voice recorder tapes in accordance with the provisions in Order **7210.3.** At locations where the recorders are government-owned and are not convenient to operating quarters, the contractor shall execute an agreement with the **AF** manager assigning responsibility for checking and changing recorder tapes.

d. Itemized GFE Inventory.

(1) The CO shall:

(a) Delegate authority to the Industrial Evaluation and Contract Support Branch, **ASU-210**, for the management of **GFE** under the **FCT** National Contracts.

(b) Sign where indicated on FAA Form **4650-12**, Materiel Requisition/Issue/Receipt, and FAA Form **4650-13**, Materiel Requisition/Issue/Receipt - Continuation, and forward to **ASU-210** at least **15** days prior to the startup date.

(2) **ASU-210** shall-

(a) Appoint a designated property administrator to open a property file and manage **GFE**.

(b) Forward the property administrator's name to the CO and the **FCT** Program Office.

(c) Ensure that FAA Forms **4650-12** and **4650-13** are forwarded to the **FCT** location no later than **15** days after the startup date.

(3) The **ATD** shall, no later than **60** days prior to the contract startup date at each **FCT** location:

(a) Prepare an itemized inventory of **GFE** by completing the following sections of FAA Forms **4650-12** and **4650-13**:

1 Part A: ~~"FROM~~ (Consignor)" section, ~~only~~; insert full facility address.

2 Part C in its entirety;

a The following items are mandatory: item number; equipment type and/or item description; quantity; unit price; and total cost.

b Stock numbers should be inserted if available.

c Serial numbers and brand names should be included in the equipment type and/or item description, if possible.

d Estimated costs must be denoted with an ~~"E."~~

NOTE: The inventory should not include communications and other operational equipment that will remain on the **AF** property list.

(b) Forward the completed forms to the **FCT** Program Office.

(4) The **FCT Program** Office shall complete the remaining parts of the forms and forward them to the CO at least **30** days prior to the startup date.

(5) The contractor shall:

(a) Remain aware of **GFE** responsibilities as outlined in Federal Acquisition Regulation Part **45** and Transportation Acquisition Regulations Part **1245**;

(b) Review the items on FAA Forms **4650-12** and **4650-13** jointly with an FAA representative;

(c) Follow the instructions for "Consignee" enclosed with the forms.

e. Equipment Siting. At **FCT's** that are FAA-owned/leased or where FAA maintains any tower equipment, contractor personnel must obtain written approval from the FAA prior to the use or installation of any equipment or appliance within, or in proximity to, the **ATCT**. This coordination is to preclude instances where equipment siting may cause interference with **GFE**.

17. BUDGET. FAA offices shall ensure that sufficient resources are allocated to support FCT's in accordance with this order.

18. SECURITY.

a. Forms and Fingerprint Cards.

(1) The FCT Program Office shall ensure that the Investigations Division, ACO-300, has a current list of the names of contractor employees at each FCT location.

(2) The contractor shall:

(a) Within 30 days of startup at each FCT location, provide the FCT Program Office with a list of the names of employees at the location and update the list whenever personnel changes occur.

(b) Forward a completed Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and fingerprint card FD-258, prior to each employee reporting for duty, to: Federal Aviation Administration, 9700 Page Avenue, Room 200E, St. Louis, MO 63132.

(c) Contact ACO-300 to request forms FD-258 and SF-85P at: FAA Headquarters, Investigations Division ACO-300, 800 Independence Avenue SW, Washington, DC 20591.

b. Security Investigations. ACO-300 shall notify the FCT Program Office whenever there is a problem with a National Agency Check for a contractor employee.

c. Security Inspections. Inspections at FCT locations shall be accomplished in accordance with the requirements in Order 1600.6, Physical Security Management Program (PSMP) for FAA Facilities; Order 1650.7, Civil Aviation Security Guidelines; contract documents; and ACO guidelines.

19. COORDINATION. This order has been coordinated with Washington and regional air traffic, airway facilities, aviation medicine, civil aviation security operations, operations center, logistics and acquisitions.



Neil R. Planzer
Program Director for Air Traffic
Plans and Requirements

APPENDIX 1. OPERATIONAL DOCUMENTS, DIRECTIVES, and REGULATIONS

The following documents, directives and regulations are applicable to the FCT contracts, in whole or part:

- Federal Aviation Regulations, Parts 01,, 65 (~~excluding Subpart B,~~
paragraph 65.46),, 67,, 91,, and 93 (14 Code of Federal Regulations [CFR]
Parts 01,, 65,, 67,, 91 and 93; 49 CFR 830.2; and 49 CFR Part 40)
- AirmanVs Information Manual (AIM)
- Order 1350.15, Records Organization, Transfer, and Destruction Standards
- Order 1600.6, Physical Security Management Program (PSMP) for FAA
Facilities
- Order 3120.4, Air Traffic~~Technical~~ Training
- Order 5200.6, Guidelines for the National Plan on Bird Hazard Detection
and Control
- Order 7010.1, Air Traffic Evaluations
- Order 7110.65, Air Traffic Control
- Order 7210.3, Facility Operation and Administration
- Order 7210.54, FAA Contract Tower (FCT) Operation and Administration
- Order 7220.1, Certification and Rating Procedures
- Order 7232.5, Reduced or Increased Operating Hours for Airport Traffic
Control Towers/Approach Control Facilities
- Order 7340.1, Contractors
- Order 7350.6, Location Identifiers
- Order 7400.2, Procedures for Handling Airspace Matters
- Order 7610.4, Special Military Operations
- Order 7900.5, Surface Weather Observing
- Order 7930.2, Notices to Airman

Appendix 1

- Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting
- FAA National Air Traffic Training Program, Terminal Proficiency and Refresher Units

